

**MINUTES  
CITY OF DOVER  
REGULAR COUNCIL MEETING**

**Date September 12, 2013 @ 6:00 -10:00 p.m.  
Dover City Hall  
699 Lakeshore Ave., Dover Id 83825**

**CALL TO ORDER**

Mayor Curless called the meeting to order at 6:18 p.m.

**PLEDGE OF ALLEGIANCE**

Present at this meeting:

Council Members: Annie Shaha, Denise Travis and Marguerite Burge. Councilman Darling was not present.  
Staff: Ronda L. Whittaker (City Clerk), Dagmar Breymann, Bryan Quayle (City Planner), Rob Tate (City Engineer) and Stephen Snedden (City Attorney)

Public Present: See Sign-in Sheet.

**ANNOUNCEMENT:**

Public Comment: Mayor Curless announced that the public comment time is 3 minutes per person. Additional comments on an already presented topic must be limited to new or additional information. No action will take place until item is placed on the agenda.

Resident Sharon Strand expressed her concern that the lack of an emergency exit was a danger to the City's residents. She stated that the work being done at the City's entrance by ITD had held up traffic for over 40 minutes blocking the one entry/exit for the City. She also advised that an emergency evacuation plan needed to be addressed by the Mayor and City Council and communicated to the City's residents.

Resident Alex Lett requested, on behalf of the Dover Bay Properties Association, that the City hold a candidate forum. She asked that two dates be provided in order to give all residents a chance to attend a forum.

Resident Bill Strand asked if the City could address the change in unbilled water users that were discussed at the Public Hearing for the 2013-14 budget.

Councilwoman Travis spoke on behalf of Susan Kent. She advised the City that Susan is a resident and that Susan had concerns related to her property lines, drainage and parking/bike-walking trail. Councilwoman Travis stated that she would send Ms. Kent's correspondence to the City's Clerk. Correspondence attached to the minutes.

Councilwoman Burge suggested that Loretta Lane issues be put on the October Agenda. Mayor Curless advised that the problem was that the State had not deeded the property to the City therefore the City had no control until the property was deeded. Councilwoman Travis asked if Mayor Curless could give an update. Mayor Curless advised that the State had said that they would do some ditching along the old highway that would extend out into the pond, but as far as the deed he had no update. There was additional discussion about

pursuing resolution to the issues related to the Loretta Lane and putting the item on the October agenda. Councilwoman Burge suggested the Don Davis of ITD be invited to the October meeting. Mayor Curless concurred and asked Ronda to arrange for Mr. Davis to attend.

Resident Dick MaLone stated his concern that ITD had held up traffic at the City's entrance and the lack of another exit/entrance. He asked for an update. Mayor Curless advised that he had meet with BNSF about the ongoing procedures to approve the City's application for an emergency crossing and was told that the City should hear some news within the next couple of weeks. Mayor Curless also advised that BCATT had been looking at putting an overpass into the City and was hoping that the State would award a grant for the project, but that a project like that would take several years to approve and complete. Mayor Curless advised that the immediate project going on at the City's entrance had been completed and that he was concerned that the City had not been notified that the project had been initiated. Mr. MaLone asked the City to contact ITD and asked them to notify the City when they intend to do work on the entrance/exit in the future. Mayor Curless stated that he was concerned that the immediate project did stop traffic and would complain to ITD.

### **CONSENT AGENDA**

Mayor Curless announced the next agenda item to affirm his appointment for the City's Treasurer, Ronda Whittaker. Ms. Whittaker announced that Lou MacAfee had provided a proposal to the City for their review for CPA Services to assist the City's treasurer on a quarterly basis and to also be on call if needed. She reminded that Council had advised that if the City did indeed have a CPA on hand, that they would entertain affirming the position of Clerk/Treasurer. Councilwoman Shaha stated that it was also discussed that a committee be formed to interview potential treasurers. Councilwoman Burge asked for time to review the CPA's proposal. Councilwoman Travis asked Attorney Snedden if it was appropriate to question Ronda. Attorney Snedden advised that it was fine if Ronda had no objection. Ronda had no objection. Council reviewed Ronda's resume' and questioned her ability to provide treasurer services for the City. Ronda expressed that she felt capable of providing the City treasurer services with the support of a CPA and teamwork. Ronda also expressed that she felt that the support of the CPA would benefit the current bookkeeper as well. Councilwoman Shaha expressed her concern about a combined position. Ronda expressed that a full time position would allow the time management needed for the combined position. Mayor Curless advised that the combination of a CPA/bookkeeper and a Clerk/Treasurer would take care of the checks and balance issue that is recommended by the City's audit. Councilwoman Burge asked the Mayor for a break in order to give Council time to read the CPA's proposal.

Mayor Curless called for a recess at 6:48 p.m.

Mayor Curless brought the meeting back to order at 7:01 p.m.

Mayor Curless asked Council to address his appointment of Ronda Whittaker as City Treasurer.

**Councilwoman Burge moved Council to defer the affirmation until the October meeting in order to have the time to review Ms. MacAfee's proposal. No motion was provided. Councilwoman Burge made a motion to affirm Ronda's appointment as Treasurer. There was not second motion. Councilwoman Burge then made a motion not to affirm the appointment. Councilwoman Shaha seconded the motion. All in favor, motion passed.**

Councilwoman Shaha asked Mayor Curless to not appoint the same two people, being Ronda Whittaker and Dagmar Breyamnn for the position of City Treasurer.

Mrs. Breymann expressed her concern that Council would not appoint her as Treasurer. She stated that she felt that she was doing a good job and asked Council to explain to her their reasoning for not appointing her as Treasurer. She excused Council from replying to her request immediately, but would eventually like to have an answer to her inquiry.

Mayor Curless opened discussions in regard to adjusting the current 2013/14 Budget by reducing the number of active users by 12. There was discussion in regard to line items within the worksheets for the Budget. Councilwoman Shaha advised Council that there was now a total of \$107,000 in the Street fund and requested that the issue be addressed. There was discussion about how much the culvert project would cost. Mayor Curless stated that the project could cost well over \$50,000 and that it was a good idea to have additional funds within the Street Fund to accommodate future street needs. He also advised that the additional funds could carry over into the next budget. Councilwoman Shaha stated that the City should only spend what it had received (\$68,000.)

Councilwoman Shaha advised Council that the Budget for the Treasurer's position was high and suggested moving \$9,600 of that budget into the accounting fund. Councilwoman Burge confirmed Councilwoman's request to move \$9,600 from Treasurer/Bookkeeping to the Accountant expense, reducing bookkeeping hours and asked where the portion of the utility administration costs would go and confirmed that hours related to the Clerk's utility tasks would go into the water/sewer expense. Councilwoman Shaha confirmed. Mayor Curless expressed his concern about adjusting the budget. The City Clerk advised that she had sought advisement from ICRMP and AIC related to adjusting the budget after public hearing and was advised that the budget could be revisited if the budget adjustments lowered the budget. Mayor Curless advised that the movement of line items does not affect the budget totals; therefore the discussion was not part of the agenda. Councilwoman Burge advised that there is no motion needed to adjust the line items. Attorney Snedden confirmed. Councilwoman Burge suggested that Council take a poll to adjust the budget worksheets. Councilwoman Travis asked for a poll be taken. The following poll was taken:

**Councilwoman Burge** yes  
**Councilwoman Travis** yes  
**Councilwoman Shaha** yes  
**Councilman Darling** Not present

**It was agreed to adjust the line items within the budget worksheet.** Resident Bill Strand confirmed to council that the adjustment for the total active water users needed to include the same adjustment to the total active sewer users. Mayor Curless confirmed. Councilwoman Shaha suggested lowering the active user fund by a percentage. There was also discussion about the need to also adjust the number of active sewer accounts as well. **Mayor Curless advised against a percentage figure and confirmed that an adjustment be made to the active water and sewer users by -12.** Ralph Sletager expressed his concern that the line items could be adjusted outside of public hearing. Councilwoman Shaha stated that line items had been discussed within the workshop budget meetings that were open to the public. There was discussion as to whether the City could have another budget hearing to approve the final ordinance. **Councilwoman Shaha made a motion to accept the changes to the budget and the budget worksheets as discussed and to come back to the budget ordinance final approval the following week in time for final procedures. Councilwoman Travis seconded the motion. All in favor, motion passed.**

Mayor Curless opened discussion regarding the approval of the Deadly Weapons Restriction Ordinance No. 124 and the City Parks and Properties Ordinance No. 126. The City Clerk announced that she had received the executed certificated from the City's Attorney approving the format and content of Ordinance No. 124 and the

Summery thereof and proceeded to read Ordinance No. 124 Summary. **Councilwoman Burge moved to suspend the reading x3 rule. Councilwoman Travis seconded the motion. Roll call was taken:**

<b>Councilwoman Shaha</b>	<b>Aye</b>
<b>Councilwoman Travis</b>	<b>Aye</b>
<b>Councilwoman Burge</b>	<b>Aye</b>
<b>Councilman Darling</b>	<b>Not present</b>

**Motion carried. Rule was suspended.**

**Councilwoman Burge moved to approve the Deadly Weapons Restriction Ordinance No. 124. Councilwoman Travis seconded the motion. Roll call was taken:**

<b>Councilwoman Shaha</b>	<b>Aye</b>
<b>Councilwoman Travis</b>	<b>Aye</b>
<b>Councilwoman Burge</b>	<b>Aye</b>
<b>Councilman Darling</b>	<b>Not present</b>

**Motion carried. Mayor Curless announced that the Ordinance No. 124 was approved.**

Mayor Curless asked for a motion to waive the 3x reading of the City's Parks and Properties Ordinance No. 126. **Councilwoman Burge made a motion to waive the 3x reading of Ordinance No. 126. Councilwoman Travis seconded the motion. Roll call was taken:**

<b>Councilwoman Shaha</b>	<b>Aye</b>
<b>Councilwoman Travis</b>	<b>Aye</b>
<b>Councilwoman Burge</b>	<b>Aye</b>
<b>Councilman Darling</b>	<b>Not present</b>

**Motion carried. Rule was suspended.**

The City Clerk announced that she had received the executed certificated from the City's Attorney approving the format and content of Ordinance No. 126 and the Summery thereof and proceeded to read Ordinance No 126 Summary.

**Councilwoman Burge moved to approve the City's Parks and Properties Ordinance No. 126. Councilwoman Travis seconded the motion. Roll call was taken:**

<b>Councilwoman Shaha</b>	<b>Aye</b>
<b>Councilwoman Travis</b>	<b>Aye</b>
<b>Councilwoman Burge</b>	<b>Aye</b>
<b>Councilman Darling</b>	<b>Not present</b>

**Motion passed. Mayor Curless announced that the Ordinance No. 126 was approved.**

Mayor Curless opened discussions/decisions related to the ongoing Mediation Agreement between the City and Dover Bay Development. There was discussion about discussing the issue in executive session. **Councilwoman Shaha move to convene into executive session pursuant to provisions of Idaho Code, 67-2345, Subsection 1(f) Litigation. Councilwoman Travis seconded the motion. Roll call was taken:**

Councilwoman Shaha	Aye
Councilwoman Travis	Aye
Councilwoman Burge	Aye
Councilman Darling	Not present

**Motion carried.**

Public is excused

Attorney Snedden is present along with Ralph Sletagar, Attorney Finney.

Executive Session was convened at 8:06 p.m.

**Councilwoman moves to close Executive Session at 8:21 p.m. Councilwoman Travis seconded the motion. All in favor, motion carried.**

**No decisions were made while in Executive Session.**

**Councilwoman Burge made a motion to accept the Mediated Settlement Agreement between the City of Dover and Dover Bay Development. Councilwoman Travis seconded the motion. Roll was taken:**

Councilwoman Shaha	Aye
Councilwoman Travis	Aye
Councilwoman Burge	Aye
Councilman Darling	Not present

**Motion carried.**

**Councilwoman Burge made a motion to distribute the hook-up fees related to Dover Bay Development to DURA. Councilwoman Shaha seconded the motion. All in favor, motion carried.**

Mayor Curless called for a short break at 8:34 p.m.

Mayor Curless called the meeting back to order at 8:45 p.m.

Mayor Curless opened discussion regarding the agenda minutes and payables. Councilwoman Burge asked the administration department about the progress of relieving the City of the Pitney Bowes equipment. The City Clerk advised that she was working on the process. **Councilwoman Burge moved Council to accept the Consent Agenda Minutes and Payables as discussed. Councilwoman Shaha seconded the motion. All in favor, motion passed.**

### **MONTHLY REPORTS:**

**TREASURER:** Mrs. Breymann reported that the utility report was incorrect as the Scanpal used to download the meter readings was not working correctly and she was not able to get technical support from the software provider.

**ENGINEER:** The City's Engineer, Rob Tate, announced that he had submitted the Culvert plan to IDT for review and approval of the permit related to the project.

Rob also reported on Mr. Leftler's septic issues and his payment proposal. There was discussion about the health repercussions related to a failing system, the risks of financing the hook-up requirements and the need for a consent for the property owner to annex into the City. There was discussion regarding the payment plan of \$1,000 at time of hookup request, \$1,000 upon the completion of the project and \$250 per month. Resident Neal Hewitt recommended Council look into its ordinances for regulations related to accepting a payment plan. Bryan, the City's Planner suggested that there needed to be a defensible reason for the City to agree to allow a payment plan. He stated that a health issue was definitely a defensible reason. Mayor Curless advised that the reason that the extension was put in was because the owners knew that there would eventually be failure to their systems. Councilwoman Burge suggested a 3% interest be attached to the payment plan.

**Councilwoman Travis made a motion for the City to accept the payment proposal with a 3% interest rate attached. Councilwoman Shaha seconded the motion. All in favor, motion carried.**

Rob advised that DEQ had set up an extension agreement to the facility plan for the Mayor's signature but, they had not received the signed agreement. Mayor Curless advised that he had already signed and sent the agreement to DEQ. Rob stated that he would check into it and provide the agreement again if the previously signed document was not able to be located.

Councilwoman Shaha inquired about the extension from the Department of Water Resources for the intake project. Rob advised that the City had until November, but that he would look at trying to get an extension past November.

There was discussion about the type of meters and calibration procedures related to them. Rob advised that the meters were made by Badger and that they are calibrated at the manufacturer and that it would not be cost effective to send a meter in for that purpose; best option is to just replace one if needed. Rob stated that professional calibration is normally used for flow meters which the City does not use for regular water usage.

Councilwoman Burge asked about the missing Appendix related to the City's Ordinance No. 105. Council asked the City Clerk to investigate.

**INDEPENDANT HIGHWAY DISTRICT (IHD):** Chairwoman Marj Tilly reported that IHD had asphalted the City Hall pathways and were keeping an eye on the culvert area, but did not see that it was moving; therefore she did not have any concerns. Councilwoman Shaha asked about the relocation of the stop sign from Lakeshore to Washington Street. Marj asked the City to submit a request for services.

**PLANNER:** Bryan Quayle handed out his report attached hereto. He then suggested that Council address Inland Code, Patti Dorval's report. Patti advised that she was having trouble with her computer system so the form that she wanted to use for a monthly report was not available at this time. Councilwoman Burge questioned Patti about her inspection process. Patti advised that all steps related to a project must pass before a date of completion is presented. Councilwoman Burge asked Patti how the City would know if there were issues that may be holding up a project. She asked if the report could address any problems and/or hold ups within her monthly report. Patti stated that she could enter that type of information into her report. Councilwoman Travis suggested that Patti put an asterisk at a problem project and note the issues at the bottom of her report form. Patti concurred. There was discussion about height regulations. Bryan advised that the regulations reviewed within the plans for the project and that he and the building inspector can only keep an eye on the project – no measuring is involved – it either of them notices any discrepancies then they are addressed appropriately. Patti explained that there are times when a final CO can be held up until the all reviews are completed – Dover Bay Compliance, flood zone compliances, etc. Bryan proceeded to discuss his report with Council. There was discussion about ITD and the progress on deed transfer of the state's right-of-



way along Roosevelt Avenue. Councilwoman Burge asked that Don Davis of ITD and maybe Ralph Sletager attend the October meeting to discuss the matter further. There was also discussion about the wetland areas further explained in the attached report given by Bryan. Councilwoman Travis requested Council to request Mr. Quayle to provide ITD with a formal letter requesting an alteration or eliminate the wetland and mitigate the loss with another equal area and value created wetland. Council suggested that the task did not need to be approved by Council. **Councilwoman Travis asked Bryan to introduce the letter to ITD as soon as possible.** There was discussion about revising the Speed Limit Ordinance and/or discussing the issue with ITD. Nuisance issues were addressed on of which was concerning Thorne manufacturing and the HVAC components at ground level, which are supposed to be on the roof. Bryan stated that he was monitoring the situation. Councilwoman Shaha asked on behalf of Bill Strand if there were any permits issued on Cedar Ridge. Bryan reported that there was an old permit that had been issued, but that there has been no new permits issued. He stated that he would keep an eye on the area.

**WESTSIDE FIRE:** No report was given.

**ROADS:** Mayor Curless advised Council that he had been advised that BNSF had removed 8,000 crossings and had only approved five temporary emergency crossings and he thought the City of Dover's emergency crossing would be number six to be approved.

Councilwoman Travis asked about Ontario and Mill Road weed control. Mayor Curless advised that the Railroad has sprayed but not far enough. He stated that he would speak with them and would also inquire about the cottonwood trees that are dying. He also stated that there will also be No Trespassing Signs posted at the areas surrounding the wastewater plant.

**CLERK'S REPORT:** Ronda reported that there had been a complaint from a resident about his excessive water bill. She stated that his issues were being addressed. She stated that she was also scheduled to attend the ICCTFOA Conference. She continued to report that she was happy with Inland Code's communication with the City and was looking forward to meeting with the assessor's office to discuss procedures regarding building permits and COs.

**DURA:** Councilwoman Shaha reported that DURA had agreed to copy the City the Audit, Budget and Minutes. She stated that there had been discussion about refinance possibilities and an additional board member. She also reported that there would not be an October meeting, but that a November Joint DURA/Council meeting would be held.

There was discussion about the Geo Bag project. Mayor Curless stated that he was concerned that DURA may not be able to support the project as they were going to use the hook-up funds to support their refinancing project. Councilwoman Burge expressed her concern about the oncoming of the fall season and the time frame to get the project completed. It was confirmed that no permits were needed. Councilwoman Shaha stated that she would like to discuss the issue with Paul Nowaske. Councilwoman Travis concurred that the project needed to be initiated.

**POCWA:** No report was given.

**WATER PROTECTION PROJECT:** Councilwoman Burge reported that she had requested that the committee purchase two dog waste stations that would be located, one at the two trail merge and at the trail head. The City will be given a new Source Water Protection sign to place on Ontario. She reported that Molly was back on board.

**WATER/SEWER DEPT:** Reports were reviewed and are attached hereto. Council was pleased with the written reports. Councilwoman Travis asked if the Wastewater Report could be signed and dated in the future. There was discussion about a phone line at the Wastewater Plant that has never been used and the need for investigation of the issue. There was discussion about the City paying to pump resident's septic. Bryan advised that DEQ requires the City to provide the services to prevent a backup into the plant. Mayor Curless advised that the City continues to monitor each system to assess the need for pumping out the tank. There was a discussion about the Wastewater Operator keeping some sort of log for record. Mayor Curless stated that the operator is focusing on the problem tanks. There was discussion about damage to the public restrooms. The Clerk reported that there had been damage to the sheetrock due to wheel chair turnaround in a stall. The Clerk also reported that the Water Operator did have to re-set the "No Parking On Road" sign at 4<sup>th</sup> street as residents are removing the sign and parking on the street.

**BCATT:** No report was given.

**BCDC:** No report was given.

**MAYOR'S REPORT:** Mayor Curless reported that Marion/SPOT had been selected as the top transportation for the State. Councilwoman Burge asked about the decrease of routes within the City of Sandpoint. Mayor Curless stated that Sandpoint thought they may be able to come up with additional funds which would enable to not decrease routes; otherwise it may be that SPOT will not be able to run on Sundays.

**COUNCIL:** Councilwoman Shaha updated Council on the Water Rate Committee. She stated that the project is very time consuming and that the group had been working diligently on the issues. She reported that the group is working closely with the City's water operator. She had provided Council with a written report – attached hereto. There was discussion about meter replacements where the meters are located in a hole/depth. She reported that the City Clerk advised that the water readings be entered manually for at least three months.

#### **ADJOURNMENT**

**A motion was made by Councilwoman Burge to adjourn the Council Meeting, Councilwoman Travis seconded the motion, all in favor, motion carried.**

Mayor Curless adjourned the meeting at 11:26 p.m.

Submitted by,  
Ronda L. Whittaker



# CITY OF DOVER

Planning and Zoning Department  
PO Box 115  
Dover, ID 83825

Telephone 208-265-8339

## MEMORANDUM

TO: City Council  
FROM: Bryan Quayle, Planning and Zoning Administrator  
DATE: September 11, 2013  
SUBJECT: Monthly Report for September 12, 2013 Regular Meeting

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**Building Permit** inquiries and related activities were moderate in August resulting in the following comments:

Herbst 503 Lakeshore – A Building Permit application was reviewed, additional information requested and provided. All departments reviewed and approved the application and the permit was issued. No ERs were needed to be purchased for the site as they were assigned in 2005 within the presales and listed within the Dover Bay assignment listing.

Brixen, 102 Lakeshore – Project continues with remodeling & non-city utility relocations. Contractor has had some clarification type questions and no calls were received from concerned neighbors. Additionally, I located a property survey in county records that will be added to the permit file.

Barrett's Lots replat, located east of the east end of Lakeshore Ave – T Runa has had several site development and sewer easement inquiries regarding Lot 2. A draft development plan was reviewed and discussed with Mr. Runa. I supplied the information to and discussed it with Rob Tate. A proposed deck projecting into the easement containing the city's sewer main was rejected. Mr. Runa provided a revised plan depicting the deck outside of the easement and landscape paving stones within the easement. This appears to comply with sewer easement and ordinance provisions. I expect a building permit application soon.

Multiple potential permitting violations were pursued in August. Multiple remodels on 4<sup>th</sup> Street and 3<sup>rd</sup> Street were observed with some piling construction and demolition waste within the city right of way. After initial observation, Inland Code was notified and contacted landowners and/or contractors on site. To date, most work appears to not need a city permit but may need State electrical/mechanical/plumbing permitting. Waste is being hauled away.

Certificates of Occupancy – Certificates of Occupancy issued in August were hand delivered to Holly Hodges in the Assessor's Office. A city staff meeting with the county staff is being scheduled in October to acquaint personnel and discuss procedures.

Former Day Care, 4<sup>th</sup> Street – I discussed then met the new owner on site regarding development activity and replacing the two existing accessory structures. The landowner, who intends to use the property as a single family residence, is proceeding to do general clean up of the property and house. He is also removing the boat left in the alley by the previous occupant. The landowner is proposing to eliminate the two existing accessory structures and be allowed to construct a new garage of slightly smaller square footage and setback approximately 10 feet from Railroad Ave and the rear property line. The northern larger structure has approximately zero

#### **FEMA**

A LOMA-F for Lot 10 Block 1A of Sunset Saddle Estates was received, reviewed for compliance with floodplain regulations and compared to site observations and the recorded plat. The application was found compliant, signed and returned. A building permit application is expected this yet fall.

The gas line river crossing armoring project continues but stays outside the city's jurisdiction and apparently compliant with county floodplain regulations.

I had some additional homeowner inquiries this month regarding flood insurance availability and costs. One caller mentioned the recent FEMA/NFIP television ads as causing him to call. Callers were provided some information and with suggested contacts for additional information.

I was chosen to be included in a small number of Floodplain Administrators to participate in a survey regarding National Flood Insurance Program processes. Hopefully it will lead to more responsive processes as well as sharing of information among local, state, and federal agencies. Ultimately, better and more understandable and functional processes for landowners and agencies is my goal.

#### **IDOL Permitting**

The buoy application exhibits have been redrafted. The water intake draft application is being compared to the original application for any appropriate edits. The rock groin and beach sand draft exhibits are on a short hold pending further discussions IDOL staff. All permit materials will be shared with Mr. Sletager and are currently planned to be ready for submitting in September or October.

#### **IDPR State & Federal Grant Program**

I will be attending a grant workshop in Coeur d' Alene in October that provides information regarding all 7 program grants. I plan to give an update and suggestions at the council's November regular meeting. Applications are due by January 31, 2014.

#### **Zoning Map**

A current zoning map is being prepared by Rob Tate and I. Tate Engineering fees are being covered by Tate Engineering and Quayle Land Use Consulting. The final map will be conformed by staff and the Planning Commission prior to bringing before the council for approval and adoption. **No zone changes are proposed within this map and process.** This effort will provide the city with a zoning map that better depicts current parcels of record and also be in a newer and more useable computer format than the existing map with old parcel information created with an outdated computer program.

## August monthly Report

Auto Dialer at Lift Station Replaced

Found Phone line to Auto Dialer was Never connected

We have paying this Bill, turned over to Treasurer

308 4th tank pumped 617 Railroad tank pumped

416 Becker Valve opened on line

290 Upper Sizing talked to Panhandle Health; failed system

304 4th Replaced lid Customer charged

Josh Howard New week-end Relieve

weekly Duties;

refill Effluent + Cleanse Barrels Cl<sub>2</sub>

Waste + Decant Digester Process control

locates New TANK Inspections Plan Approvals

Complaints, get Tanks Pumped, monthly Reports

on call 24-7 every other week-end Duties

Cleanse Membranes weekly

## August 2013 Monthly Report

### Daily checks and paperwork

- Check all treatment plant functions
- Daily chlorine to ensure proper treatment and to ensure compliance for State and Federal regulations
- Complete disinfection and Turbidity measurement form for IDEQ
- Complete city report form – recording daily temperature, PH, Turbidity and treatment information
- Buildings, Grounds, maintenance, housekeeping

Roads: replaced and repaired some exciting signs and added some by request.

Park: some minor damage to men's room (wheel chair etc, hitting walls). Beer bottles and trash in toilets in ladies.

### August Highlights:

- 08/04/2013 Jeff Jordine last day, moved to Chicago.
- 08/06/2013 yearly distribution samples (disinfection by products) and monthly chloroform.
- 08/10/2013 Josh Howard (new relief) on board.
- 08/14/2013 Lead/Copper samples (every three years) and yearly source water samples (2,4-d, Radium 226, Radium 228, Sodium, Nitrate, Arsenic).
- 08/16/2013 Routine intake pump back flush.
- 08/23/2013 Read meters, Power outage/alarm- reset lab equipment.

Fairly quiet month as far as alarms, active electrical storms caused very few issues, less than normal.

Yearly samples, Lead/Copper sampling completed, plus two newly required samples for Radium 226 and Radium 228. These are required to be done before September 30 and need to be done when temperature are warmest.

Monthly maintenance: Alarm testing, pump & meter checks/greasing test equipment, cleaning/ calibrations. Filter testing for flow rates/ cleaning valve maintenance.  
Park/ City Hall- summer routine, daily checks on buildings, trash removal as needed.

Submitted: 09/11/2013

Hal Overland  
Water Treatment Operator



## Water Group Meeting

September 6, 2013

Ronda passed out a report highlighting:

1. Water loss/usage vs. production.
2. The IRWA Study has been halted due to inaccurate numbers from the city. She will be back late October assuming we have cleaned up the numbers
3. ERU's. Continuing evaluation of tax rolls versus city billing accounts.
4. Asbuilts still not available to water group
5. Thorne building plans (since meeting Neal and Ronda have found)
6. Property at 117 Washington has a 923,540 gallon discrepancy, which could indicate more missing water. This property also has water and sewer hook up, but appears to only be getting a water charge
7. Bill reminded group of two billing issues with Thorne Research resulting in about \$500 of lost revenue.

Discussions that meter readings have been entered incorrectly. The starting points are not accurate.

Neal will focus on accounting for ER's correctly. Is the city charging the active users the proper number of ER's per the Ordinance as well as verifying that users have the proper number of ER's based on usage.

Bill and Neal closely scrutinized current Water Ordinance #102 and it has several areas of concern, from omitted information to incorrect boilerplate sections that do not apply and incomplete sections. Bill looked at Sandpoint's and AWWA hook-up fees as a function of meter size. A commercial 3" meter is considered 16 hook-ups. Dover's 4" meter is considered 5 hook-ups, while Sandpoint is 25.

Bill also provided a clear worksheet showing billing errors on 2 occasions for Thorne. Provided copies to Ronda.

Ronda provided Neal with the contracts that tell us the meter sizes. Neal and Ronda still need to obtain the asbuilts that will show each lot, house, etc.

Neal helped clarify the following are on City sewer but not on city water:

- Canoe Cover
- Syringa
- Rocky Point

Cedar Ridge should all be on city sewer and water with one or two exceptions. Pristine Heights (left of Pine Street curve) is on Sandpoint Water and Sewer.

AS to get a copy of Syringa water district customer list. Syringa also has irrigation service via the slough.

Ronda feels that when the city readdressed, a lot of information was not put into the system.

Discussion on calibration. Was the same meter used when the City went from 2 beds to 4 beds? Was it calibrated at that time? Has the city had a professional come in to calibrate? If so, when?

Recommendations:

- Create a water board, which will eventually work on sewer
- Immediately move Thorne's meter to an easy-to-read location. Notify Thorne that the city will need access to move it.
- Create a water ordinance review board to rewrite ordinance and present to Council.
- Current Ordinance is a boiler plate with calculations cut/paste from sewer so most does not apply. Plus there are errors and omission (I.e. Attachment A).
- Go back as far as 2009 to study water customer accounts
- Meter readings hand recorded for 3 months and entered into Scanpal then matched so the city confirms billing is correct
- City Hall meters need to be read
- Professional calibration on site at the flow meter. It is difficult to do even with the right equipment.

To Do:

Annie and Neal will go through as-builts with tax rolls week of September 16.

Ronda will get a meter reading list print out to help in comparing readings each month for accuracy.

Bill working on Ordinance.

Ronda to provide Dagmar with accurate information to correct Thorne billing issues.

Annie to review utility customers with all of Dover Bay properties/residences